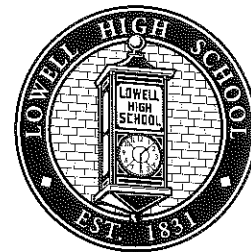


## LOWELL PUBLIC SCHOOLS

*Lowell High School*  
50 Fr. Morissette Blvd.  
Lowell, Massachusetts 01852-1050



Marianne E. Busteed  
Head of School

Tel. (978) 937-8900

Fax (978) 937-8902

Email: MBusteed@lowell.k12.ma.us

Jeannine Durkin, Superintendent  
Lowell Public Schools  
155 Merrimack Street  
Lowell, MA 01852

March 13, 2019

Re: Business Professionals of America National Leadership Conference

Dear Superintendent Durkin:

I would like to request permission for Lowell High School Business Professional Advisor, Jill Taylor, along with 8 members of the Lowell Chapter of the Business Professionals of America to attend the 53<sup>rd</sup> Annual National Leadership Conference in Anaheim, California from Tuesday evening April 30<sup>th</sup> - Sunday May 5, 2019 at the Anaheim Marriott Hotel, in Anaheim, California. Students will miss 3 days of school for this educational trip. Conference starts Wednesday morning May 1 at 10 a.m. followed by 4 days of competition.

The cost of the conference for student members is: Registration \$145, Room Rate per student varies by the number of student housed in each room for four nights but averages to \$1,330.00 per room or about \$266. Students will be required to cover the cost of their flight as well as the cost for food and any additional tours of their choice.

Additional funds raised through the chapter will help defray the cost of registration and housing.

- Substitute coverage for one teacher will be necessary for three school days for a cost of \$315.00 provided by the Lowell High School Individual School account. This is the only cost to the School.
- Transportation to/from Lowell – Boston for flights to California will be covered through the LHS Student Activities budget: students will be required to cover the cost of their flight; advisor flight will be paid through fundraising and BPA Chapter funds.
- The cost for advisor registration of \$145.00 will be paid through BPA Chapter funds along with the Advisor's flight.
- The advisor hotel for 4 nights of \$1,330.00 will be paid through the BPA Chapter funds.

Students will compete in the competitive events they qualified for at the Conference including but not limited to:

- Personal Financial Management, Accounting Concepts, Banking & Finance, and Open Events. Additionally, all LHS Chapter members will participate in the BPA Intern Program, BPA Merit Scholar Test and participate in Special Olympics Walk and BPA Day of Service Activities.

This trip is in accordance with the Massachusetts State Curriculum Frameworks under the following standards:

- Foundations of Marketing: Recognize the customer-oriented nature of marketing and analyze the impact of marketing activities on the individual, business, and society.
- Consumers and Their Behavior: Analyze the characteristics, motivations, and behaviors of consumers.
- Entrepreneurs and Entrepreneurial Opportunities: Recognize that entrepreneurs possess unique characteristics and evaluate the degree to which one possesses those characteristics.

~ A Teaching and Learning Community ~

- Finance: Use the financial concepts and tools needed by the entrepreneur in making business decisions.
- Accounting: Recognize that entrepreneurs must establish, maintain, and analyze appropriate records to make business decisions.
- Global Markets: Analyze the effect of cultural differences, export/import opportunities, and trend on an entrepreneurial venture in the global marketplace.

Students will arrange with their teachers any class work materials they will miss due to the conference. Students will have access to computers through the hotel business center and can work remotely on activities on a daily basis.

I would like to thank you in advance for your consideration and support.

Sincerely,

A handwritten signature in cursive script, appearing to read "Marianne E. Busteed".

Marianne E. Busteed  
Head of Lowell High School

MEB/cms

# TOGETHER, WE *WILL* CREATE memories in Anaheim, CA, **May 1-5, 2019!**

The 2019 Business Professionals of America National Leadership Conference will take place May 1-5 at the Hilton Anaheim in sunny Anaheim, CA! Thousands of students and educators from around the country will gather to compete, showcase their business skills and develop their leadership portfolio.

The 2019 National Leadership Conference will offer **four exciting days of competitions, leadership development sessions, National Officer elections, fantastic tours, the BPA Day of Service, the BPA SoCal Bash and much more.**

Whether it's through Workplace Skills Assessment Program contests, running for national office, attending the National Leadership Academy, being an NLC Intern or Volunteer, receiving an award, or participating in elections, there's many ways to qualify for the 2019 National Leadership Conference and experience Anaheim, CA.

BPA's National Leadership Conference is a culmination of the membership year. It's a reward for the hard work put in to competitions, Torch Awards and more.

This NLC Conference Preview Guide is designed to familiarize you with the 2019 National Leadership Conference and everything that comes with it. The Guide includes information about events, sessions and activities at NLC, as well as registration instructions, information and more.

## Conference Objectives

The following are objectives of BPA's National Leadership Conference:

1. Participate in educational seminars and workshops.
2. Hear nationally prominent speakers.
3. Elect national student officers.
4. Participate in the Workplace Skills Assessment Program.
5. Participate in general assemblies designed to conduct the business of Business Professionals of America.
6. Transact business of the association.
7. Participate in leadership programs.

## Qualify

In order to attend the National Leadership Conference, a participant must be a registered BPA member in good standing and be approved for attendance.

All students must attend the National Leadership Conference with an approved chaperone.

Additionally, a member must qualify for the conference in at least one of the following ways:

1. By finishing high enough in a State WSAP Competitive Event. Contact your State Advisor for information on regional and state conferences where WSAP contests take place.
2. Be a local, regional, or state officer.
3. Represent your state as a voting delegate for your division.
4. Be involved in a National Officer campaign either as a candidate or otherwise actively involved.
5. Earn an Ambassador Torch Award or BPA Cares Award.
6. Participate in the National Leadership Academy and National Volunteer Program.
7. Be involved in the NLC in a manner which is purposely planned by the BPA member and local advisor.

As you can see, attending NLC is not limited to simply winning your competitive event. Don't miss your chance to Create memories and be a part of this year's National Leadership Conference in Anaheim, CA!

### 2019 National Leadership Conference Registration Invoice

Invoice # C194695  
Invoice Has NOT Been Submitted

School / Chapter	REMIT TO
<b>Lowell High School</b> 50 Fr. Morissette Blvd. Lowell, MA 01852 Chapter: Lowell High School (10-0006) Jill Taylor jill.taylor@lowell.k12.ma.us Phone: 978-446-7424	<b>Business Professionals of America-National Center</b> P. O. Box 729 Westerville, OH 43086 Phone: (614)895-7277 Fax: (614)895-1165

Participant Name/Items	Add	Sub Total
<b>10-0006-0006 Alyssa Carter (Student)</b> [Edit] [Delete] [Special Needs] Reg.: Conference Registration \$125.00 Session: Opening General Session - Wed 5/1 8:30PM to 10:00PM \$0.00 Del Session: Secondary/Middle Level Divisions Awards Session - Sat 5/4 8:30PM to 11:30PM \$0.00 Del Special: Walk for Special Olympics: Silent Walker \$5.00 Del Special: SoCal Bash 5/3/19 7:00PM to 10:00PM \$0.00 Del Leadership: Leadership Academy - Day 1, Thu 5/10 8:00AM to 12:00PM, Day 2, Fri 5/11 8:00AM to 12:00PM Del	Add Contest Leadership Academy Student Volunteer Items T-Shirt Tour Certification Special Olympics Special Event BPA University General Sessions	\$130.00
<b>10-0006-0010 Kamariya Davis (Student)</b> [Edit] [Delete] [Special Needs] Reg.: Conference Registration \$125.00 Session: Opening General Session - Wed 5/1 8:30PM to 10:00PM \$0.00 Del Session: Secondary/Middle Level Divisions Awards Session - Sat 5/4 8:30PM to 11:30PM \$0.00 Del Special: Walk for Special Olympics: Silent Walker \$5.00 Del Special: SoCal Bash 5/3/19 7:00PM to 10:00PM \$0.00 Del Leadership: Leadership Academy - Day 1, Thu 5/10 8:00AM to 12:00PM, Day 2, Fri 5/11 8:00AM to 12:00PM Del	Add Contest Leadership Academy Student Volunteer Items T-Shirt Tour Certification Special Olympics Special Event BPA University General Sessions	\$130.00
<b>10-0006-0002 Victoria Franco (Student)</b> [Edit] [Delete] [Special Needs] Reg.: Conference Registration \$125.00 Session: Opening General Session - Wed 5/1 8:30PM to 10:00PM \$0.00 Del Session: Secondary/Middle Level Divisions Awards Session - Sat 5/4 8:30PM to 11:30PM \$0.00 Del Special: Walk for Special Olympics: Silent Walker \$5.00 Del Special: SoCal Bash 5/3/19 7:00PM to 10:00PM \$0.00 Del Assignment: Intern: BPA University Greeter - Thu 5/2 8:45AM to 11:00AM Del Assignment: Intern: Volunteer Orientation (3) - Wed 5/1 5:30PM to 6:30PM Del	Add Contest Leadership Academy Student Volunteer Items T-Shirt Tour Certification Special Olympics Special Event	\$130.00

			BPA University	
			General Sessions	
<b>10-0006-0005 Caitlin McNamara (Student)</b> <a href="#">[Edit]</a> <a href="#">[Delete]</a> <a href="#">[Special Needs]</a>			Add Contest	\$130.00
Reg.: Conference Registration	\$125.00		Leadership Academy	
Session: Opening General Session - Wed 5/1 8:30PM to 10:00PM	\$0.00 <a href="#">Del</a>		Student Volunteer	
Session: Secondary/Middle Level Divisions Awards Session - Sat 5/4 8:30PM to 11:30PM	\$0.00 <a href="#">Del</a>		Items	
Special: Walk for Special Olympics: Silent Walker	\$5.00 <a href="#">Del</a>		T-Shirt	
Special: SoCal Bash 5/3/19 7:00PM to 10:00PM	\$0.00 <a href="#">Del</a>		Tour	
Leadership: Leadership Academy - Day 1, Thu 5/10 8:00AM to 12:00PM, Day 2, Fri 5/11 8:00AM to 12:00PM	<a href="#">Del</a>		Certification	
			Special Olympics	
			Special Event	
			BPA University	
			General Sessions	
<b>10-0006-0014 Timothy Nguyen (Student)</b> <a href="#">[Edit]</a> <a href="#">[Delete]</a> <a href="#">[Special Needs]</a>			Add Contest	\$130.00
Reg.: Conference Registration	\$125.00		Leadership Academy	
Session: Opening General Session - Wed 5/1 8:30PM to 10:00PM	\$0.00 <a href="#">Del</a>		Student Volunteer	
Session: Secondary/Middle Level Divisions Awards Session - Sat 5/4 8:30PM to 11:30PM	\$0.00 <a href="#">Del</a>		Items	
Contest: Fundamental Accounting - Thu 5/2 7:00AM to 9:00AM	\$0.00 <a href="#">Del</a>		T-Shirt	
Contest: Personal Financial Management - Thu 5/2 7:00AM to 9:00AM	\$0.00 <a href="#">Del</a>		Tour	
Special: Walk for Special Olympics: Silent Walker	\$5.00 <a href="#">Del</a>		Certification	
Special: SoCal Bash 5/3/19 7:00PM to 10:00PM	\$0.00 <a href="#">Del</a>		Special Olympics	
			Special Event	
			BPA University	
			General Sessions	
<b>10-0006-0019 Luis Perez (Student)</b> <a href="#">[Edit]</a> <a href="#">[Delete]</a> <a href="#">[Special Needs]</a>			Add Contest	\$130.00
Reg.: Conference Registration	\$125.00		Leadership Academy	
Session: Opening General Session - Wed 5/1 8:30PM to 10:00PM	\$0.00 <a href="#">Del</a>		Student Volunteer	
Session: Secondary/Middle Level Divisions Awards Session - Sat 5/4 8:30PM to 11:30PM	\$0.00 <a href="#">Del</a>		Items	
Special: Walk for Special Olympics: Silent Walker	\$5.00 <a href="#">Del</a>		T-Shirt	
Special: SoCal Bash 5/3/19 7:00PM to 10:00PM	\$0.00 <a href="#">Del</a>		Tour	
Leadership: Leadership Academy - Day 1, Thu 5/10 8:00AM to 12:00PM, Day 2, Fri 5/11 8:00AM to 12:00PM	<a href="#">Del</a>		Certification	
			Special Olympics	
			Special Event	
			BPA University	
			General Sessions	
<b>10-0006-0011 Sam Pring (Student)</b> <a href="#">[Edit]</a> <a href="#">[Delete]</a> <a href="#">[Special Needs]</a>			Add Contest	\$130.00
Reg.: Conference Registration	\$125.00		Leadership Academy	
Session: Opening General Session - Wed 5/1 8:30PM to 10:00PM	\$0.00 <a href="#">Del</a>		Student Volunteer	
Session: Secondary/Middle Level Divisions Awards Session - Sat 5/4 8:30PM to 11:30PM	\$0.00 <a href="#">Del</a>		Items	
Contest: Medical Office Procedures - Fri 5/3 8:00AM to 9:30AM	\$0.00 <a href="#">Del</a>		T-Shirt	
Special: Walk for Special Olympics: Silent Walker	\$5.00 <a href="#">Del</a>		Tour	
Special: SoCal Bash 5/3/19 7:00PM to 10:00PM	\$0.00 <a href="#">Del</a>		Certification	
			Special Olympics	
			Special Event	
			BPA University	
			General Sessions	
<b>Jill Taylor (Advisor)</b> <a href="#">[Edit]</a> <a href="#">[Delete]</a> <a href="#">[Special Needs]</a>			NLC Assignment	\$130.00
Reg.: Conference Registration	\$125.00		Items	
Session: Opening General Session - Wed 5/1 8:30PM to 10:00PM	\$0.00 <a href="#">Del</a>		T-Shirt	
Session: Secondary/Middle Level Divisions Awards Session - Sat 5/4 8:30PM to 11:30PM	\$0.00 <a href="#">Del</a>		Tour	
Special: Walk for Special Olympics: Silent Walker	\$5.00 <a href="#">Del</a>		Certification	
Special: SoCal Bash 5/3/19 7:00PM to 10:00PM	\$0.00 <a href="#">Del</a>			

Del

Special Olympics

Special Event

BPA University

General Sessions

10-0006-0025 Kevin Troung (Student) [Edit] [Delete] [Special Needs]

Reg.: Conference Registration

\$125.00

Session: Opening General Session - Wed 5/1 8:30PM to 10:00PM

\$0.00 Del

Session: Secondary/Middle Level Divisions Awards Session - Sat 5/4 8:30PM to 11:30PM

\$0.00 Del

Contest: Business Law &amp; Ethics - Fri 5/3 4:30PM to 5:30PM

\$0.00 Del

Special: Walk for Special Olympics: Silent Walker

\$5.00 Del

Special: SoCal Bash 5/3/19 7:00PM to 10:00PM

\$0.00 Del

Add Contest

\$130.00

Leadership Academy

Student Volunteer

Items

T-Shirt

Tour

Certification

Special Olympics

Special Event

BPA University

General Sessions

Registration Subtotal \$1,125.00

Special Event Subtotal \$45.00

Grand Total \$1,170.00

[ Add Member ] [ Add Guest/Alumni ]

**PAYMENT INFORMATION**

If Paying By Credit Card, you cannot type your credit card into this form.

Please print off the form and fax it to our office at 614-895-1165, Attn: Finance

You must press the Submit Invoice button to complete the transaction.

No changes by National Center 5 business days after date of invoice.

Payment due upon receipt.

Pay Type

Please Select...

Check or P.O. #


Credit Card #

(fill in after printing)

Exp Date: \_\_\_\_ / \_\_\_\_ (MO/YR)

Signature: \_\_\_\_\_

1. Advisors, don't forget to register for your NLC job assignments.

2. Click [here](#) to view your schedule.3. Click [here](#) to print a copy of your registration.4.  REMINDER: Don't forget to select contests for your students before submitting!!

5. NOTE: You must press the Submit Invoice button below to complete this transaction.

Once this invoice is submitted, you are subject to the Business Professionals of America refund policy.

Please see <http://www.bpa.org/nlc/refunds>Step 2: [Hotel Reservations](#) - Cut Off Date is 3/29/2019 11:59:00 PM - Click here to make your hotel reservations

I \_\_\_\_\_ acknowledge that I am the Responsible Party for the registered chapter submitted on this invoice and will be held responsible for the registered attendees listed, herein; as they attend the 2019 Business Professionals of America National Leadership Conference from the time of departure to the 2019 National Leadership Conference to the time of return to home. I certify that I have, in my possession, all applicable permission slips, appropriate liability waivers, medical release forms, and any other document as required/provided by the local school, local school district, state department of education, and/or Business Professionals of America for each person that I am responsible for as they attend the National Leadership Conference. I will retain in my possession copies of all applicable document(s)/form(s) for each attendee for the duration of the conference and for an appropriate amount of time, thereafter. I agree that I will provide, upon request, a copy of any specific document(s)/form(s) as needed, for any specific registrant, to the Business Professionals of America National Center staff. I understand that participants confirming a hotel reservation with BPA, but failing to show at the hotel to fulfill their reservation without proper cancelation will be responsible for all charges associated with a no show fee. BPA has the right to collect fees from schools directly should a no show fee result in a direct expense to BPA.

[Save & Finish Later](#)[Submit Invoice](#)[\[ View Previous Invoices \]](#) [\[ View Your schedule \]](#)

REQUEST FOR PROFESSIONAL DAY(S) TO ATTEND A  
WORKSHOP, CONFERENCE/FIELD TRIP/ACTIVITY

**ALLOW 4 WEEKS FOR PROCESSING**

(6 WEEKS IF SCHOOL COMMITTEE APPROVAL IS NEEDED)

**Please fill out all provided fields to avoid any delays of the approval process.**

REMIT TO: Curriculum, Instruction & Assessment Office

Name of Staff Member: Jill Taylor

School: Lowell High Grade Level: 9-12 Subject: Business

Workshop Title: National Leadership Conference

Organization/Department Presenting Workshop: BPA Cost: \$

Date(s) of Workshop: Tuesday, Apr 30 - Sunday, May 5, 2019

Substitute Coverage Needed? No ☒ Yes ☐ (Please circle one)

If Para is to serve as the coverage, indicate Para's name here: \_\_\_\_\_

In State ☐

\*Out of State ☒

\*Overnight ☒

(Please ☒ one)

\*\* Letter to the Superintendent of Out of State/Overnight attached \*\*

Signature of Applicant: Jill A. Taylor Date: 1/17/19

Signature of Approval by Principal: [Signature] Date: 1/23/19

\*\* Please provide source of funding, account number and/or grant name, and number for workshop and substitute \*\*

Funding Source	Workshop	Substitute	Initials of Approval Department
Tide I School			
Tide I District			
Individual School Fund #		✓	JAT
Professional Development District			
SPED			
Other Grants/Programs (Provide Grant/Program Name & No.)			

Signature of Central Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Sub Reserved: \_\_\_\_\_ Date: \_\_\_\_\_

Request Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

\*A letter to the Superintendent for all out-of-state or overnight activities is required at the time the UJAC form is submitted and the "completed" package is to be sent to the Lowell Teacher Academy for processing.



Lowell Public Schools:  
OVERNIGHT FIELD TRIP CHECKLIST

The School Committee recognizes that first-hand learning experiences provided by field trips are a most effective and worthwhile means of learning. It is the desire of the Committee to encourage field trips as an integral part of the program of the schools.

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve and evaluate trips and to ensure that all reasonable steps are taken for the safety of the participants. These guidelines and appropriate administrative procedures shall ensure that all field trips have the approval of the Head of School and that all overnight trips have the prior approval of appropriate Administrative level.

Approval of the School Committee must be granted prior to money being collected, arrangements being made, or parental consent being issued for all overnight field trips.

The following guidelines are set to implement the planning of field trips as part of, and directly related to, classroom learning activities. All guidelines must be included in the request.

✓

The application for approval for an overnight field trip which requires students to miss a day or more of school must include written justification from the teacher proposing the trip.

✓

The application for approval for an overnight field trip which requires students to miss a day or more of school must include a written statement of the learning standards the trip will address.

The application for approval for an overnight field trip must include an itemization of all costs associated with the trip and the funding source.

All proposed field trips must have the approval of the school building administrator.

All day trips must be within budgetary allotments for such purpose and be approved by the superintendent. Any trip, for which there is no budget allotment, must have advance approval of the School Committee.

Each student who goes on a field trip must have written parental permission.

Enough supervision must be provided so that discipline on the trip is effective.

✓

All trips must be well planned, properly timed, and related to regular learning activities.

✓

All Chaperones/other adults MUST be corried. Please list chaperones that are attending:

Wayne C Taylor, LPS

Jim Taylor

Signature of Head of School:

[Signature]

Signature of Central Administrator:

\_\_\_\_\_

Date: 1/23/19

Date: \_\_\_\_\_



TO: Marianne Busteed, LHS Head of School

FROM: Jill Taylor, Business Professionals of America Advisor

DATE March 1, 2019

SUBJECT: OVERNIGHT NATIONAL LEADERSHIP CONFERENCE FOR BUSINESS PROFESSIONALS OF AMERICA

I am writing to request participation for 12 members of the Lowell Chapter of Business Professionals of America to attend the 53<sup>rd</sup> Annual National Leadership Conference April 30, 2019 through May 5, 2019 in Anaheim, California. This is an overnight conference requiring permission from the Lowell School Committee. Students will miss 3 days of school for this educational trip. As the advisor, I will accompany the students, additionally, I am requesting Wayne Taylor attend as the additional chaperone.

- Substitute coverage for TWO teachers will be necessary for THREE school days through the school professional development fund
- Transportation to/from Lowell-Boston for flights to Anaheim will be covered through LHS Student Activities budget; students will be required to cover the cost of their flight; advisor flight will be paid through fundraising and BPA Chapter funds
- The cost for advisor registrations is \$290 to be paid through BPA Chapter funds
- The cost for advisor flight will be paid through BPA Chapter funds
- The advisor hotel for 4 nights of \$1,330 will be paid through the BPA Chapter funds

The cost of the conference for student members is: Registration \$145, Room Rate per student varies by the number of student housed in each room for four nights but averages to \$1,330 per room or about \$266. Students will be required to pay to cover the cost of their flight as well as the cost for food and any additional tours of their choice. Additional funds raised through the chapter will help defray the cost of registration and housing for attendees.

Students will compete in the competitive events they qualified for at the State Leadership Conference: including but not limited to: Personal Financial Management, Accounting Concepts, Banking & Finance, and Open Events. Additionally, all LHS Chapter members will participate in the BPA Intern Program, BPA Merit Scholar Test and participate in Special Olympics Walk and BPA Day of Service Activities. Students will arrange with their teachers any class work materials they will miss due to the conference. Students will have access to computers through the hotel business center and can work remotely on activities on a daily basis.